



## DEPARTMENT OF MILITARY AFFAIRS

**STEVE BESHEAR**  
GOVERNOR

OFFICE OF THE ADJUTANT GENERAL  
100 MINUTEMAN PARKWAY  
BNGC - EOC BUILDING  
FRANKFORT, KENTUCKY 40601-6168

**EDWARD W. TONINI**  
MAJOR GENERAL, KYNG  
THE ADJUTANT GENERAL

KG-HRO (690-900d)

31 January 2008

MEMORANDUM FOR All Federal Employees

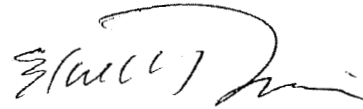
SUBJECT: (KYNG Log Number P08-017) Severe Weather Policy

1. This policy supersedes all previous guidance pertaining to severe weather schedules.
2. Severe weather may cause adjustments of arrival/dismissal times. In such circumstances the following policy will apply:
  - a. The federal work force will follow the local area state work schedule for severe weather as communicated by local area media.
  - b. This policy excludes essential personnel.
  - c. Essential personnel will be identified by The Adjutant General, Air Commander, Directors or Brigade AO's based on specific mission requirements.
3. Any form of appropriate leave (i.e. annual, compensatory, or leave without pay) can be used when employees due to severe weather are:
  - a. Prevented from arriving at work on time.
  - b. Need to leave work early to avoid hazardous conditions.
  - c. Could not return home if they report to work.
4. Supervisors will ensure that this policy is applied fairly to all Federal employees, technicians and Active Guard Reserve.

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5. Questions concerning this action may be addressed to COL Donald R. Conover, (502) 607-1100 commercial or 667-1100 (DSN).



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